

**Saratoga-Warren-Washington  
Workforce Investment Board AND Emerging Workers Council**

**REQUEST FOR PROPOSAL**

**Guide and Instructions**

**Workforce Investment Act  
Title 1-B  
Youth Employment and Training Programs**

**Program Year 2014  
Out-of-School and In-School  
Youth Services**

**Release date: May 2, 2014**

**Proposal due date: May 28<sup>th</sup> @ 4pm**

## Table of Contents

<b>Section</b>	<b>Description</b>	<b>Page(s)</b>
I.	Overview	2
	Funding	3
II.	Scope of RFP	4 - 7
III.	Target Population/Eligibility	8
IV.	Performance Measures	9
V.	Evaluation Process and Criteria	10
VI.	Timetable	11
VII.	Submission of Proposals	11
VIII.	General Information	12 - 13
IX.	Certificate of Compliance with Iran Divestment Act	14-16
	Attachment A	17

## I. OVERVIEW

This Request for Proposal (RFP) is issued by the Saratoga-Warren-Washington Workforce Investment Board and its Emerging Workers Council in conjunction with the local counties to solicit proposals for the provision of federally funded Workforce Investment Act (WIA) Title 1-B year-round youth employment and training services within Saratoga, Warren, and Washington Counties.

The award period will be for **Program Year 2014** beginning **July 1, 2014** and ending **June 30, 2015**. The WIB reserves the right to extend their approval if it is in the WIB's best interest for up to three program years. Funding for any contract is dependent upon the availability of federal funds.

This RFP is designed to solicit specific programs that encourage and motivate youth to complete their secondary education, obtain the National Work Readiness Credential (NWRC), enter employment or go on to post-secondary education.

Bidder's program design must address the WIA-required ten elements and WIA Common Measures. Programs must comply with the Workforce Investment Act (1998), WIA Regulations and any other state and local policies.

This procurement action may result in contract(s) award(s) totaling a projected amount of **\$505,552.48**. All funds must be expended by **June 30, 2015**. Contracted services are to commence no earlier than **July 1, 2014**.

Bidders may apply to provide services throughout a single county or multiple counties within Saratoga/Warren/Washington counties.

## **Funding**

The following chart indicates an estimate of the funds available in each county. Should additional or a reduced amount of WIA funds become available the Emerging Workers Council (EWC) reserves the right to make funding recommendations to the Workforce Investment Board. The EWC also reserves the right to revise in-school and out-of-school splits to conform with federal guidelines and local program goals.

The Emerging Workers Council also may recommend to the WIB that a contract awarded as a result of this RFP be extended up to an additional two years contingent upon funding availability, contract performance and the approval of the appropriate County Board of Supervisors.

	<b>WIA Youth</b>
<b>Saratoga</b>	\$ 60,000
<b>Warren</b>	\$284,359.40
<b>Washington</b>	\$161,193.08
<b>Total</b>	<b>\$505,552.48</b>

**NOTE:** *Funding levels are contingent upon final allocation figures and performance incentives and/ or sanctions as determined by USDOL and NYS DOL. The total amount of funding available may be reduced depending on the program oversight and design framework costs in each County.*

The issuance of the RFP does not commit Saratoga County to fund any proposals. Saratoga County reserves the right to amend any and all portions of this RFP with notification to all bidders, or to cancel or postpone the RFP with notification to all bidders, at any time.

Funding for any contract is dependent upon availability of WIA funds. This RFP does not commit Saratoga County to pay costs incurred for the preparation of proposals, or pay any legal liability in refusing to award a contract, and/or to procure or contract for services.

## II. SCOPE OF THE RFP

The EWC has identified the following key tenets that must be addressed by RFP respondents:

The realities of today's global economy make it imperative that program services be aimed at preparing youth for real job opportunities.

WIA-funded youth program should connect youth with quality secondary and post-secondary educational opportunities and high-growth and other employment opportunities.

Where possible, provide services to those with serious barriers (e.g. foster care, children of incarcerated parents, homeless, youth offenders, parenting youth and migrant workers).

### **PROGRAM ELEMENTS**

All WIA-required program elements must be addressed in the bidder's program design. Elements can be made available directly or through partnerships. The primary goals are meeting individual needs and continuity of services. In partnering to provide these elements, programs must show how they will ensure follow through and coordination of services (Case Management).

Program operators have the discretion to determine what specific services will be provided to a youth participant based on each participant's assessment and Individualized Service Strategy (ISS) developed in conjunction with County Employment and Training staff.

#### **a. Ten Elements include:**

1. Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies, TASC preparation; (Test Assessing Secondary Completion)  
*(Note: The Workforce Investment Act §129 (6)(C) states that "No funds described in paragraph (1) shall be used to provide an activity for eligible youth who are not school drop outs if participation in the activity would interfere with or replace the regular academic requirements of the youth".);*
2. alternative secondary school services, as appropriate;
3. summer employment opportunities that are directly linked to academic and occupational learning *(Note: This component is currently operated by the Employment & Training agencies in the Warren and Saratoga Counties and is not part of this proposal.);*
4. as appropriate, paid and unpaid work experiences, including internships and job shadowing;
5. occupational skill training, as appropriate (Must be in demand occupations as identified by the WIB.);
6. leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate;

7. Supportive services defined as those necessary to help participant achieve Individual Service Strategy (ISS) goals. This may include transportation, childcare, work-related tools, clothing, etc.
8. adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
9. follow up services for not less than 12 months after the completion of participation, as appropriate; and
10. comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.

### **b. Case Management**

The EWC suggests that bidders use 'Case Management' approach to provide the comprehensive services for all youth participating under this contract.

The Case Manager will:

- ✓ Assure that program participants receive the services (programs) they need by coordinating the multiple service providers, schools and other non-WIA funded activities;
- ✓ Provide comprehensive assessments, develop Individual Service Strategies and provide support services. Each youth ISS must be updated no less than every ninety days.
- ✓ Serve as the liaison between the appropriate County Employment and Training office and the youth for administrative functions (management information/client data tracking and performance standards). It is extremely important that contractors work closely with the Employment and Training offices to document performance measures and outcome information. Quarterly program progress reports will be required.

### **c. OTHER PROGRAM COMPONENTS**

The following must be incorporated into the program design:

**Assessment:** For each youth enrolled, contractors must complete and update an objective assessment that incorporates a review of the enrollees basic and occupational skill level, prior work experience, employability, interests, aptitudes and supportive service needs. To conform to WIA Common Measures contractors must ensure the each enrollee completes an appropriate "Test of Adult Basic Education" (TABE) within 60 days of the individuals registration date. Periodic testing to determine progress should be done during program participation to determine literacy/numeracy gains. Testing at one year intervals during program participation and at exit are required.

**Recruitment:** Successful bidders are responsible for recruitment of applicants. Priority should be given to enrolling: #1 out of school youth; #2 high school seniors; #3 high school juniors who would benefit from year round service and would help the WIB and EWC exceed youth performance standards. County Employment and Training Offices are responsible for individual youth eligibility approval and may also assist in outreach/recruitment and program marketing.

**Carry-in Clients:** Successful bidders must accept the WIA active caseload from previous contractor and to the extent possible continue to provide appropriate services to fulfill the ISS strategies previously identified.

**Referral:** Contractors are strongly encouraged to link and share information with other youth-serving agencies, organizations and training providers in order to meet the individual needs of all youth. If there are youth who need services but cannot be certified as WIA eligible, the provider is required to make and document efforts to assist youth in securing other appropriate services.

**Coordination:** Successful bidders will be expected to engage in partnerships or collaborative efforts to provide resources and services to youth. Successful bidders will be expected to work very closely with the Saratoga, Warren and Washington County EOC Employment and Training offices and Career Centers. Contractors may develop multiple sub-contracts but will be responsible for performance and audit liabilities. Bidders must clearly define agencies responsibilities and show how services will be provided and documented. Bidders should explain how they will integrate the County administered summer youth employment component with their year round program delivery.

Please also outline a plan for how you will coordinate and connect with youth utilizing social media. What types of activities do you feel would bring youth together on a regular basis to discuss goals?

**Academic Requirements:** In order to assist participating youth achieve success both academically and in preparing for the world of work, services must have a strong emphasis on academic gains in English language literacy skills and math computation skills. The target population to be served may include youth who have low basic skills, defined as below 8<sup>th</sup> grade level. All programs must provide academic services to assist in skill gains for basic skills deficient youth in order to meet literacy/numeracy common measures performance standards (detailed later in this RFP). Assessment instruments must be utilized to show skill level gains. The Employment and Training offices will work with contracted programs to identify appropriate tools. There are a variety of strategies that may help youth attain academic skills. The following are examples:

- Instruction leading to high school diploma or TASC;
- Basic skills instruction leading to grade or skill level increase, including English as a Second Language; reading specialists to address reading deficiencies.
- Preparation for entry into post-secondary education;
- Tutoring and/or Study Skills leading to educational success and ultimate school completion.

**National Work Readiness Credential (NWRC):** Successful bidders must provide a plan of action to prepare enrolled youth for the National Work Readiness Credential. The Credential is a certification of an individual's readiness for entry-level work and is based on a business-defined standard of critical skills needed by entry-level workers. Additionally, the NWRC is tied to the Equipped for the Future (EFF) applied learning standards.

The credential is obtained by taking an online test (approximately 2.5 hours to complete) at an authorized location. The test consists of four modules—situational judgment, oral language, reading with understanding, and using math to solve problems—which can be completed separately or all together. The four test modules assess the skills that businesses from across industry sectors identified as critical for entry-level workers to succeed in today's workplace and global economy. It is anticipated that the Credential will become part of the performance measures in the future for WIA funding. At this time the NWRC is being measured by the NYS Department of Labor as a customer service indicator. Thirty percent of new youth need to test with a 50% pass rate.

**Employer Connections:** Connections to employers are essential to help youth become employable. These connections should lead to placements with employers (internships and job shadowing), as well as meaningful exposure to the world of work with resultant measurable skill increases. The EWC is encouraging proposals that demonstrate formal linkages (corporate partnership) with private sector employers. The USDOL vision suggests that WIA youth programs focus on meeting the demand of businesses in high-growth industries.

Successful bidders are also strongly encouraged to provide employer's with information as to the benefits of hiring a youth with the NWRC.

**Career Exploration:** Employment-related activities can include subsidized or unsubsidized work experiences; internships; job shadowing; exposure to various aspects of industry; job search assistance, placement and retention; project-based learning; career mentoring; occupational skill training; and employment opportunities directly linked to academic and/or occupational goals.

#### **d. RESPONSIBILITIES OF THE COUNTY EMPLOYMENT AND TRAINING AGENCIES**

1. The appropriate County Employment and Training agency will be responsible for participant oversight, including client intake, WIA eligibility determination, initial assessment and initial development of the Individualized Service Strategy and NYS required data input. On behalf of the EWC and Workforce Investment Board, Employment and Training staff will be responsible for program monitoring and submitting reports to NYS DOL. Employment and Training staff will also be responsible for overall WIA youth program coordination.
2. County Employment and Training agencies reserve the right to approve participant placements, including wages, prior to youth engaging in a subsidized work component.
3. The appropriate Employment and Training agency will be responsible for executing a contract with successful bidders.
4. Any clients continuing on from the county operated summer youth component or another local WIA funded contract may be referred to the contractor for a continuation of services identified in the ISS.

#### **e. Demonstrated Ability**

Agencies should discuss past experience (if any) with providing programs and services to youth.



### III. TARGET POPULATION/ELIGIBILITY

*For purposes of this RFP, an appropriate eligible youth is defined as an individual who:*

1. Is a high school Junior or Senior or out-of-school youth not yet 22 years of age; current resident of Saratoga, Warren or Washington County; and
2. Is low income (see Attachment A-Income Guidelines); and
3. Is in one or more of the following categories:
  - Deficient in basic literacy skills (defined as reading, writing or speaking at 8<sup>th</sup> grade level or below OR unable to compute, solve problems, read, write or speak English at a level necessary to function on the job).
  - School dropout (A "dropout" is defined as an individual no longer attending any school, including an alternative school or residential center).
  - Homeless, runaway, or foster child
  - Pregnant or parenting
  - Offender
  - Needs additional assistance to complete an educational program or secure and retain employment. The following are indicators of need:
    - Chronic absenteeism and truancy from school, or school dropout;
    - Chronic behavior problems or legal offenses;
    - Physical, mental, or social/developmental immaturity or impairment
    - Substance abuse;
    - Victim of physical/sexual/psychological abuse;
    - Lack of job opportunities due to transportation or age;
    - Lack of occupational skills/goals and at least 19 years old.

Youth are further considered as in school or out-of-school. An out-of-school youth is an individual who, at the time of program enrollment:

- is a school dropout; or
- is a youth who has either graduated from high school or holds a GED, but is basic skills deficient, unemployed, or underemployed.

**NOTE: At least 70% of program funds must be spent on out-of-school youth.**

## **IV. PERFORMANCE MEASURES**

Successful proposals will emphasize program outcomes. The following is a description of the most current performance outcomes the WIB uses to measure program success

These outcomes reflect current U.S. Department of Labor and New York State policy and negotiated performance standards for Common Measures:

### **Common Measures**

#### **Placement in Employment or Education**

***Standard 68.7%***

Of those who are not in post-secondary education or employment (including the military) at the date of participation, the number of youth who are employed (including the military) or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter divided by the number of youth participants who exit during the quarter.

#### **Attainment of Degree or Certificate**

***Standard 63%***

Of those enrolled in education (at the date of participation or at any point during the program), the number of youth participants who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter divided by the number of youth participants who exit during the quarter.

#### **Literacy and Numeracy Gains**

***Standard 53%***

Of those out-of-school youth who are basic skills deficient, number of youth participants who increase one or more educational functioning levels divided by the number of youth who have completed a year in the program plus the number of youth participants who exit before completing a year in the youth program.

## V. EVALUATION PROCESS AND CRITERIA

**Process:** Proposals are due May 28, 2014 by 4:00pm. Proposals received in response to this RFP will be evaluated in several stages as follows:

- ❑ Appropriate Saratoga County Employment and Training staff will initially screen the proposals to assure compliance with all requirements of the RFP and all relevant federal and state legislation. Proposals not addressing all Program Elements described in Section II shall be deemed non-responsive and will be rejected.
- ❑ The *Emerging Worker Council Proposal Review Committee* will review and score proposals according to the criteria and assigned points specified later in this RFP. Proposals will be scored on a 100 point scale. Proposals must receive at least 65 points to be considered for funding. The WIB and Emerging Workers Council retain the right to request additional information from any bidder. The WIB or its Executive Committee will approve successful proposals. Final approval rests with the appropriate County Board of Supervisors.
- ❑ A respondent may not be recommended for funding, regardless of the merits of the proposal submitted, if they have a history of contract non-compliance with WIA or other funding sources and/or poor past or current contract performance with the WIB or other funding sources. The respondent may be given provisional award with the stipulation that special terms and conditions regarding the areas of concern will be a part of the contract.
- ❑ Following the evaluation and selection process, the appropriate County Employment and Training staff will negotiate with successful bidders to determine the contract terms and conditions. The WIB and the appropriate chief elected officer reserve the right to reject or to seek modification of any offer if, at their discretion, the offer does not assist the system in meeting overall service and performance objectives. No award is final until all parties have signed a contract.

### EVALUATION CRITERIA

Each proposal received in response to this RFP that meets minimum requirements will be evaluated and scored based on the following criteria.

Planned Performance	20 Points
Program Design & Description	30 Points
Demonstrated Ability	25 Points
<u>Budget Summary &amp; Narrative</u>	<u>25 Points</u>
<b>Total</b>	<b>100 Points</b>

Bidders are strongly encouraged to leverage other funds or in-kind services to further support youth participants and contribute to the success of their programs. Any leveraged resources

must be included in the Application under Budget Summary and also clearly explained in the Leveraged Funds narrative page.

## **VI. TIMETABLE**

RFP Release	5/2/2014
Proposals due	5/28/2014 at 4:00pm
EWC Review/Recommendation	5/29-5/30, 2014
Full WIB Review	June 4, 2014
County BOS Approval	June, 2014 official date TBD
Earliest contract date	7/1/2014

## **PERIOD OF PERFORMANCE**

The period of performance will begin on the contract start date and continue for no longer than twelve months (12) months. Contractors should assume that this is a one-time contract however contracts may be extended for up to an additional two years based upon funding availability, contractor performance and the approval of the appropriate County Board of Supervisors.

## **VII. SUBMISSION OF PROPOSALS**

Completed packages (an original and six copies) must be submitted to:

Lisa Scaccia  
Saratoga County Department of Employment & Training  
152 West High Street, Room B204, Ballston Spa, NY 12020

**Deadline is May 28, 2014 by 4:00 pm.**

Faxed or e-mailed documents will not be accepted.

## **VIII. GENERAL INFORMATION**

### **RFP INQUIRIES**

Questions should be addressed in writing to **Lisa Scaccia** of the Saratoga County Dept of Employment and Training by e-mail at **lscaccia@saratogacountyny.gov** or **fax 518-884-4262**. All questions must be received by **May 23, 2014 by 12:00pm**. All questions and answers will be sent to all RFP requestors/potential bidders on or before **May 27, 2014 at 12:00pm** by return fax or e-mail.

### **REJECTION OF PROPOSALS**

The WIB reserves the right to reject any or all proposals received and to negotiate with any or all prospective contractors on modifications to proposals.

### **DISPUTES**

The WIB encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to the Workforce Investment Board Chairperson, Peggy Murphy, HR Manager, ESPEY Manufacturing 233 Ballston Avenue, Saratoga Springs, New York 12866. If an agency can show that their proposal did not receive due consideration or that other irregularities exist, a bidder may appeal to the WIB within five-days of the notification of rejection. The WIB decision is final.

### **SUBCONTRACTING**

In the event the bidder intends to subcontract any of the proposed work stated in its proposal, the bidder will be required to submit a Letter of Intent for each proposed subcontractor detailing services to be provided. Sub-contracts will be held to the same standards as contractors with regard to qualifications and meeting performance standards.

### **MOST FAVORABLE TERMS**

The WIB reserves the right to make an award without further discussion of the proposal submitted. Proposals should be submitted initially with the most favorable terms.

Unclear, incomplete, and/or inaccurate documentation or falsification of any information will result in the proposal being disqualified.

The EWC reserves the right to correct any arithmetic errors in any proposal.

### **FAILURE TO COMPLY**

Failure to comply with any part of this RFP may result in rejection of the proposal as non-responsive. The proposed services and program approach must comply with the requirements set forth in this RFP. The design elements for WIA youth employment and training

programs funded by the WIB are prescribed by the WIA Title I-B grant provisions of the Workforce Investment Act, its implementing regulations, the New York State Department of Labor and local WIB and EWC policy.

## **OVERSIGHT REQUIREMENTS**

The Saratoga/Warren/Washington EWC will conduct financial and program reviews at least twice during the contract period. The successful bidder agrees that all financial, programmatic and customer records will be available for monitoring as directed by the contracting Employment and Training office, EWC or WIB.

## **PROGRAM CHANGES**

The EWC/WIB reserves the right to withdraw funding approval if significant changes are made by the contracting agency to the scope of work, key staff positions or other elements of their contracted program without EWC or WIB approval.

## **LIMITATIONS**

This RFP does not commit the WIB or grant recipients to award a contract, to pay any costs incurred in the development of the proposal, or to procure or contract for services or supplies. The WIB and grant recipients reserve the right to accept or reject any proposal submitted in response to this RFP, or to cancel in part or in its entirety this RFP if it is in the best interest of the WIB or grant recipients to do so.

## **IV**

Please review and sign the Certificate of Compliance with Iran Divestment Act.

**CERTIFICATION OF COMPLIANCE WITH IRAN DIVESTMENT ACT**

Pursuant to General Municipal Law §103-g, which generally prohibits the County of Saratoga from entering into contracts with persons engaged in investment activities in the energy sector of Iran, the bidder/proposer submits the following certification:

*[Please Check One]*

**BIDDER'S CERTIFICATION**

☐ By submission of this bid or proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each bidder/proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law.

☐ I am unable to certify that my name and the name of the bidder/proposer does not appear on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law. I have attached a signed statement setting forth in detail why I cannot so certify.

Dated: \_\_\_\_\_, 20\_\_\_\_.

STATE OF                                 )  
  ) ss.:  
COUNTY OF                                 )

The undersigned, being duly sworn, says (a) I am duly authorized to execute this Certification  
and (b) I hereby certify, under penalty of perjury, that the forgoing Certification is in all respects  
true and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Subscribed and sworn to before me this \_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

**IRAN DIVESTMENT ACT COMPLIANCE RIDER FOR  
COUNTY OF SARATOGA CONTRACTORS**

The Iran Divestment Act of 2012, effective as of April 12, 2012, is codified at State Finance Law ("SFL") §165-a and General Municipal Law ("GML") §103-g. The Iran Divestment Act, with certain exceptions, prohibits municipalities, including the County, from entering into contracts with persons engaged in investment activities in the energy sector of Iran. Pursuant to the terms set forth in SFL §165-a and GML §103-g, a person engages in investment activities in the energy sector of Iran if:

(a) The person provides goods or services of twenty million dollars or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or

(b) The person is a financial institution that extends twenty million dollars or more in credit to another person, for forty-five days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list created pursuant to paragraph (b) of subdivision three of Section 165-a of the State Finance Law and maintained by the Commissioner of the New York State Office of General Services.

A bid or proposal shall not be considered for award nor shall any award be made where the bidder or proposer fails to submit a signed and verified bidder's certification.

Each bidder or proposer must certify that it is not on the list of entities engaged in investment activities in Iran created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law. In any case where the bidder or proposer cannot certify that they are not on such list, the bidder or proposer shall so state and shall furnish with the bid or proposal a signed statement which sets forth in detail the reasons why such statement cannot be made. The County of Saratoga may award a bid to a bidder who cannot make the certification on a case by case basis if:

(1) The investment activities in Iran were made before the effective date of this section (i.e., April 12, 2012), the investment activities in Iran have not been expanded or renewed after the effective date of this section and the person has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran: or



(2) The County makes a determination that the goods or services are necessary for the County to perform its functions and that, absent such an exemption, the County would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

## Attachment A.

### Income Guidelines

Family Size	Low income standard Annualized
1	\$11,670
2	\$17,265
3	\$23,695
4	\$29,251
5	\$34,522
6	\$40,369
7	\$46,216
From TA-14-04 Dept. of Labor	Add \$5,847 for each additional family member.
Effective 1/1/2014. Figures are subject to change annually.	